

STATE OF INDIANA

Request for Proposal 15-79

INDIANA DEPARTMENT OF ADMINISTRATION

On Behalf Of
Department of Workforce Development

Solicitation For
Case Management System and Labor Exchange System

Pre-Proposal Conference
April 23, 2015
10:00AM EST

John E. Helmer IV, Account Manger



Agenda

- General Information
- Purpose of RFP
- Key Dates
- Proposal Preparation & Evaluation
- Minority and Women's Business Enterprises (M/WBE)
- Question and Answer Session



General Information

- Sign-In Sheet for Attendees
- Sign-In Sheet and PowerPoint will be posted on IDOA's Solicitation Website
- Hold questions until the end of the presentation
- Only questions regarding RFP process & scoring will be answered in this session
 - *Any verbal response is not considered binding; respondents are encouraged to submit any question formally in writing if it affects the proposal that will be submitted to the State.*



Purpose of the RFP

- Select a vendor that can satisfy the State's need for Case Management/Labor Exchange System.
- Contract with a vendor that provides a quality Workforce System.



Term of RFP

- Contract Term
 - The term of the contract shall be for a period of two (2) years from the date of contract execution. There may be additional two-year renewals for a total of four (4) years at the State's option.



Key Dates

Activity	Date
Issue of RFP	April 15, 2015
Pre-Proposal Conference	April 23, 2015
Deadline to Submit Written Questions	April 27, 2015
Response to Written Questions/RFP Amendments	May 4, 2015
Submission of Proposals	May 14, 2015
<i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i>	
Proposal Evaluation	TBD
Proposal Discussions/Clarifications (if necessary)	TBD
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
RFP Award Recommendation	August 1, 2015



Business Proposal

(Attachment E)

- **Company Financial Information (Section 2.3.3)**
 - Confidential information must be kept separate from the proposal in both hard and soft copy
- **Contract Terms (Section 2.3.5)**
 - Respondent should review Addendum - Contractor Professional Services Contract (Attachment B). Note exceptions to State mandatory and non-mandatory clauses in the Business Proposal and Transmittal Letter.



Technical Proposal

(Attachment F)

- Please use the Template we have provided for you.
- Where appropriate, supporting documentation may be referenced by a page and paragraph number.



Cost Proposal

(Attachment D)

- Respondents requested to bid on both types of solutions: Respondent Hosted and State Hosted
- Respondents should fill in any yellow shaded cells
- Indicate if unable to provide specific products or services in the “Assumptions and Comments” section
- Review “Instructions” tab in Attachment D for further details.



Proposal Preparation

- Submit all questions using template provided
 - On or before Questions deadline, outlined in RFP
- Attachment D (Cost Proposal) must be returned in Excel
- Use the templates provided for all answers
- Do not alter templates



Proposal Evaluation

Summary of Evaluation Criteria:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	60 available points
3. Cost (Cost Proposal)	30 available points
4. Minority Business Enterprise Subcontractor Commitment	5 (1 bonus point is available, see Section 3.2.4)
5. Women Business Enterprise Subcontractor Commitment	5 (1 bonus point is available, see Section 3.2.4)
Total	100 (102 if bonus awarded)



Minority and Women's Business Enterprises

- Complete Attachment A, MWBE Form
 - Include sub-contractor letters of commitment
- Goals for Proposal
 - 8% Minority Business Enterprise
 - 8% Women's Business Enterprise



ATTACHMENT A
MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR
COMMITMENT FORM

In accordance with 25 IAC 5-5, the respondent is expected to submit with its proposal a MWBE Subcontractor Commitment Form. The Form must show that there are, participating in the proposed contract, Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) listed in the Minority and Women's Business Enterprises Division (MWBED) directory of certified firms located at <http://www.in.gov/idoa/2352.htm>. If participation is met through use of vendors who supply products and/or services directly to the Respondent, the Respondent must provide a description of products and/or services provided that are directly related to this proposal and the cost of direct supplies for this proposal. Respondents must complete the Subcontractor Commitment Form in its entirety.

Failure to meet these goals will affect the evaluation of your Proposal. The Department reserves the right to verify all information included on the MWBE Subcontractor Commitment Form.

Respondents are encouraged to contact and work with MWBED at 317-232-3061 to design a subcontractor commitment to meet established goals as referenced in this solicitation.

Prime Contractors must ensure that the proposed subcontractors meet the following criteria:

- Must be listed on the IDOA Directory of Certified Firms, on or before the proposal due date
- Each firm may only serve as one classification – MBE, WBE or IVBE (see Section 1.22)
- A Prime Contractor who is an MBE or WBE must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement.
- Must serve a commercially useful function. The firm must serve a value-added purpose on the engagement.
- Must provide goods or service only in the industry area for which it is certified as listed in the directory at <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract
- National Corporate Diversity Plans are generally not acceptable

MINORITY & WOMEN'S BUSINESS ENTERPRISES RFP SUBCONTRACTOR LETTER OF
COMMITMENT

A signed letter(s), on company letterhead, from the MBE and/or WBE must accompany the MWBE Subcontractor Commitment Form. Each letter shall state and will serve as acknowledgement from the MBE and/or WBE of its subcontract amount, a description of products and/or services to be provided on this project, and approximate date the subcontractor will perform work on this contract. The State reserves the right to deny evaluation points if the letter(s) is not attached. The State may deny evaluation points if the letter(s) is not attached, not on company letterhead, not signed and/or does not reference and match the subcontract amount and the anticipated period that the Subcontractor will perform work for this solicitation.

By submission of the Proposal, the Respondent acknowledges and agrees to be bound by the regulatory processes involving the State's M/WBE Program. Questions involving the regulations governing the MWBE Subcontractor Commitment Form should be directed to: Minority and Women's Business Enterprises Division at (317) 232-3061 or <http://www.in.gov/idoa/2352.htm>.



Minority and Women's Business Enterprises

Prime Contractors must ensure that the proposed subcontractors meet the following criteria:

- Must be listed on the IDOA Directory of Certified Firms, on or before the proposal due date
- Each firm may only serve as one classification – MBE or WBE
- A Prime Contractor who is an MBE or WBE must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement.
- Must serve a commercially useful function. The firm must serve a value-added purpose on the engagement.
- Must provide goods or service only in the industry area for which it is certified as listed in the directory at <http://www.in.gov/idoa/2352.htm>
- Must be used to provide the goods or services specific to the contract
- National Corporate Diversity Plans are generally not acceptable



STATE OF INDIANA MBE/WBE SUBCONTRACTOR COMMITMENT FORM

RFP#:

DUE DATE:

TOTAL BID AMOUNT:

<input type="checkbox"/> MBE Firm	<input type="checkbox"/> WBE Firm		
Company Name:		Contact Person:	
Address:		E-mail:	
Sub-Contract Amount:		Telephone Number: ()	Fax Number: ()
Sub-Contract Percentage of Total Bid:		Describe service/product to be provided:	
Provide approximate dates when Sub-Contractor will perform on this project:			

<input type="checkbox"/> MBE Firm	<input type="checkbox"/> WBE Firm		
Company Name:		Contact Person:	
Address:		E-mail:	
Sub-Contract Amount:		Telephone Number: ()	Fax Number: ()
Sub-Contract Percentage of Total Bid:		Describe service/product to be provided:	
Provide approximate dates when Sub-Contractor will perform on this project:			

Respondent Firm	Telephone Number
Address	Fax Number
City/State/Zip Code	Email Address
Representative	Authorizing Signature
Date	Printed Name and Title

☐ Please check if additional forms are attached.
Page _____ of _____

FORM MUST BE COMPLETED IN ITS ENTIRETY WITH COMPLETED LETTERS OF COMMITMENT.








Minority and Women's Business Enterprises

RFP#

DUE DATE:

 TOTAL BID AMOUNT: Dollar Amount (\$), Respondent Hosted/State Hosted

<input type="checkbox"/> MBE Firm	<input type="checkbox"/> WBE Firm		
Company Name:		Contact Person:	
Address:		E-mail:	
		Telephone Number: ()	Fax Number: ()
Sub-Contract Amount:		Describe service/product to be provided:	
Sub-Contract Percentage of Total Bid:			
Provide approximate dates when Sub-Contractor will perform on this project:			



Minority and Women's Business Enterprises

- **Effective August, 2014, a new MWBE scoring methodology will be utilized for all RFP's released**
- **New Process** – MWBE scoring is conducted based on 10 points plus a possible 2 bonus points scale
 - MBE: Possible 5 points + 1 bonus point
 - WBE: Possible 5 points + 1 bonus Point
- **Professional Services Scoring Methodology:**

- The points will be awarded on the following schedule:

%	1%	2%	3%	4%	5%	6%	7%	8%
Pts.	.625	1.25	1.875	2.5	3.125	3.75	4.375	5.0

- Fractional percentages will be rounded up or down to the nearest whole percentage
- If the respondent's commitment percentage is rounded down to 0% for MBE or WBE participation the respondent will receive 0 points.
- Submissions of 0% participation will result in a deduction of 1 point in each category
- The highest submission which exceeds the goal in each category will receive 6 points (5 points plus 1 bonus point). In case of a tie both firms will receive 6 points



Minority and Women's Business Enterprises

RFP MWBE Scoring Example

Bidder	MBE %	Pts.	WBE %	Pts.	Total Pts.
Bidder 1	12.0%	5.00	10.00%	6.00	11.0
Bidder 2	6.0%	3.75	4.00%	2.50	6.25
Bidder 3	8.0%	5.00	8.00%	5.00	10.0
Bidder 4	16.0%	6.00	0.02%	0.00	6.0
Bidder 5	None	-1.00	None	-1.00	-2.0



Additional Information

IDOA PROCUREMENT LINKS AND NUMBERS

<http://www.in.gov/idoa/2354.htm>

1-877-77BUYIN (8946) For Vendor Registration Questions

<http://www.in.gov/idoa/2464.htm>

For Inquiries Regarding Substantial Indiana Economic Impact

- A. <http://www.in.gov/idoa/2467.htm>
Link to the developing “one stop shop” for vendor registry with IDOA and Secretary of State.
- B. Secretary of State of Indiana:
Can be reached at (317) 232-6576 for registration assistance. www.in.gov/sos
- C. See Vendor Handbook:
Online version available at http://www.in.gov/idoa/files/vendor_handbook.doc
- D. Minority and Women Owned Business Enterprises:
[http://www.in.gov/idoa/files/Certification_List\(48\).xls](http://www.in.gov/idoa/files/Certification_List(48).xls) for table of IDOA certified MBEs and WBEs. For more WBE’s information <http://www.in.gov/idoa/2352.htm>
- E. Veteran’s Business Enterprise Program:
<https://www.vip.vetbiz.gov/> for a search of certified IVBE’s. For more IVBE’s information <http://www.in.gov/idoa/2862.htm>
- F. RFP posting and updates:
Go to <http://www.in.gov/idoa/2354.htm> (select “State of Indiana Opportunities” link)
Drag through table until you find desired RFP/RFI number on left-hand side and click the link.



Questions

Any verbal response is not considered binding; respondents are encouraged to submit any question formally in writing if it affects the proposal that will be submitted to the state.



Thank You

John E. Helmer IV

JHelmer@idoa.IN.gov

